

USA Jobs Application Procedures

Human Resources
Recruitment and Placement
February 2007



Overview

- Why USA Jobs?
- Vacancy Announcement Locations
- Job Search on USA Jobs
- Vacancy Announcement
- Application Process
 - How to Apply – Faxing
 - How to Apply – Online
- Key Points to Remember



Why USA Jobs?

- USA Jobs allows the National Guard to
 - Post vacancy announcements
 - Accept applications via the internet or fax
 - Instant application receipt notification
 - Analyze applicant competencies and qualification
 - Provide Timely notification of qualification rating & non-selection
 - Provide Timely turnaround on rating applications and publishing certificate of eligible applicants

Vacancy Announcement Locations

USA Jobs Website

www.usajobs.com



Vacancy Announcement Locations

Michigan National Guard website:
<https://www.mi.ng.ds.army.mil/jobs/>

The screenshot displays the Michigan National Guard website within a Microsoft Internet Explorer browser window. The address bar shows the URL <https://www.mi.ng.ds.army.mil/jobs/>. The website header features the Michigan National Guard logo and a navigation menu with links: Home, DWA, Security, Mission, Accessibility, Education, Family, Jobs, FAQ, Benefits, Links, and What's New.

The main content area is titled "Michigan National Guard" and includes a sub-header "NGB Consolidates Technician Vacancies with USA Jobs". Below this, a paragraph states: "The National Guard Bureau recently announced the implementation of USA Jobs, a fully automated web based system used to advertise and fill federal technician jobs. The launch of USA Jobs for the Michigan National Guard will take place **01 November 2006** and will change many procedures currently used in the staffing of our technician jobs. For more information on how to apply, or other information, follow the links below."

Links provided include: [How To Apply Using USA Jobs](#), [Supervisor Information](#), [Resume Training](#), and [USA Staffing Training and Implementation Memorandum](#).

A search bar is present with the text "Select the Area to Search for Vacancy Announcements". Below the search bar, a list of job categories is displayed:

- All Job Vacancies
- Federal Technician Job Vacancies
- Active Guard Reserve (AGR): [Army Vacancies](#)
- Air National Guard (ANG): [Air Vacancies](#)
- Active Duty for Special Work (ADSW) [Job Vacancies](#)
- State of Michigan Civil Service [Vacancies](#)

The left sidebar contains sections for "Major Subordinate Commands" (JFHQ, 46 Military Police Command, 177th Military Police Brigade, 63rd Brigade Troop Command, Recruiting & Retention, 177th Regiment (RTB)), "Installations" (Camp Grayling, Fort Custer, US Property and Fiscal Office (USPFO)), and "Special Programs" (Family Programs, Procurement Opportunities, Distance Learning Center, Officer Programs).

The right sidebar, titled "Department of Military and Veterans Affairs Links:", includes links to DMVA Home Page, Challenge Academy, Wolverine Guard, Press Releases, Education Benefits, LegalUAG, History, Freedom of Information Act, Air National Guard, Employer Support of the Guard, National Guard Association of Michigan, Operation Hero Miles, and No Fear Act 2005.

At the bottom of the page, there is a "YOU CAN" logo, a "Last Modified: Monday, October 30, 2006 1:37:07 PM By: DAIM Webmaster" notice, and a "Contact Us | Security | Mission | Accessibility | MIARNG Web Policy | MIRCAS QWA" link. The footer states "The Official Website of the Michigan Army National Guard".

The Windows taskbar at the bottom shows the start button, several open applications (Inbox - Micro..., USA Staffing, 2 Microsoft..., 2 Microsoft..., Internet E...), and the system clock showing 10:38 AM on 10/30/2006.

Vacancy Announcement Locations

Listing of Current Michigan National Guard Technician Vacancies

Michigan Army National Guard - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.mil.ng.ds.army.mil/jobs/jobs.asp?pagelist=Technician>

Department of Military & Veterans Affairs
Michigan National Guard

Home | Outreach Webinars | Security | Mission | Accessibility | Information | Jobs | FAQ | Benefits | Links | What's New

<< JOBS

Job Vacancies

Class	Job No.	Component	Job Title	Location	Open	Close
Technician	016-07-130385	Army	SUPPLY FACILITY OPERATIONS SPECIALIST	JFHQ, CFMO, LANSING	1/24/2007	2/23/2007
Technician	016-07-131557	Army	PRODUCTION CONTROLLER (AIRCRAFT CUH-50)	AASFMI, GRAND LEDGE	2/6/2007	2/21/2007
Technician	017-07-131532	Army	SURFACE MAINTENANCE MECHANIC	FMSWI, GRAND LEDGE	2/6/2007	2/21/2007
Technician	018-07-131804	Air	BUDGET OFFICER	127 WING, SELFEDGE ANG	2/7/2007	2/21/2007
Technician	019-07-131846	Army	AIRCRAFT MECHANIC (CH-47)	AASF 2, SELFEDGE ANG	2/7/2007	3/7/2007
Technician	020-07-131530	Army	MATERIALS HANDLER SUPERVISOR	USPFO, LANSING	2/8/2007	2/23/2007
Technician	021-07-131533	Army	ELECTRONICS MECHANIC SUPERVISOR	MATES, GRAYLING	2/8/2007	2/23/2007
Technician	022-07-132405	Army	SUPERVISORY HUMAN RESOURCES SPEC (MILITARY)	HRO, LANSING	2/13/2007	2/27/2007
Technician	023-07-131863	Army	WELDER	MATES, GRAYLING	2/14/2007	3/1/2007
Technician	024-07-131534	Army	FLIGHT ENGINEER (INSTRUCTOR)	FMS, GRAND LEDGE	2/15/2007	3/2/2007
Technician	027-07-130962	Army	AGENCY PROGRAM COORDINATOR	JFHQ, LANSING	2/16/2007	3/2/2007
Technician	293-06	Air	ACCOUNTING TECHNICIAN	110FW, BATTLE CREEK ANG	10/6/2006	

<< JOBS TOP All Tech AGR ANG ADSW

Last Modified: Monday, October 30, 2006 1:37:08 PM By: DDM-Webmaster

Contact Us | Security | Mission | Accessibility | MARG Web Policy | MARG CWA

The Official Website of the Michigan Army National Guard

start Inbox - Micro... USA Staffing 2 Microsoft... 2 Microsoft... 2 Internet E... Local Intranet 10:40 AM



Job Search on USA Jobs

USA Jobs

□ Search Jobs By:

■ Agency Search

■ AIR FORCE, DEPARTMENT OF

□ Air National Guard Units

■ ARMY, US DEPARTMENT OF THE

□ National Guard Units

■ Location (City/State/Country)

■ Occupational series (Job Title)

Job Search on USA Jobs

USA Jobs Agency Search – National Guard

USAJOBS - Agency Search - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://jobsearch.usajobs.opm.gov/agency_search.asp

USAJOBS
"WORKING FOR AMERICA"

Search Jobs | My USAJOBS | Info Center | Veterans | Forms | Employer Services

Basic Search | **Agency Search** | Series Search | Advanced Search | Senior Executive

Search only for jobs within selected Federal government agencies. Please enter an agency name in the text box below or select a sub-agency or organizational component from the drop-down list below.

Enter a Department/Agency Name
National Guard
(Exemplar: "Department of Education", "General Services Administration", "National Park Service", or "FAA") [More Tips](#)

Or, Select a Department, Independent Agency, Bureau or Organizational Sub-Component
For multiple selections, hold down **Ctrl** (command for Mac) while clicking selections.

Joint Services & Activity Supported by Office of the Sec of the Army
Military Academy, US, West Point, NY
Military District of Washington
Military Entrance Processing Command
Military Surface Deployment & Distribution Command
National Guard Bureau
Office of Chief of National Guard Bureau
Office of the Chief of Staff of Army

Location Search
For multiple selections, hold down **Ctrl** (command for Mac) while clicking selections.

MI
MI-Ann Arbor
MI-Battle Creek Metro area
MI-Bellville
MI-Detroit Metro area

Please enter all 4 digits when typing the series Number. To search an entire occupation group, enter only the first two digits (e.g. 99 for engineers).

Series Number Search

Occupational Series
For multiple selections, hold down **Ctrl** (command for Mac) while clicking selections.

-----Select All-----
9924 - Able Seaman
0510 - Accountant
0500 - Accounting Budget and Finance
0525 - Accounting Clerk / Technician

FEATURED JOB
Information Technology Specialist (ISC-0910)
BSA is seeking qualified applicants for the position of Information Technology Specialist, Cyber Security

FEATURED EMPLOYER
Department of Commerce
Commerce seeks talented Human Resources staff to support its mission of enhancing economic opportunities for America!

JOBS IN DEMAND
You may be the person we are looking for. Find the latest jobs!

TIPS AND TOOLS
Career Interests Center
Access your skills

start | Inbox - Micro... | USA Staffing | 2 Microsoft ... | 2 Microsoft ... | USAJOBS - A... | 10:31 AM

Job Search on USA Jobs

Michigan Army National Guard Vacancies

The screenshot shows a Microsoft Internet Explorer browser window displaying the USAJOBS website. The address bar shows a search for "National Guard" with various filters. The search results page lists two job openings for the Michigan Army National Guard.

Job Search Results

Refine results with more keywords...
National Guard
Show Jobs Available

Search within: [selected] of Zip Code []
REFINE

Search Related Job Titles:
Security Guard, Security Officer, Security Supervisor, Loss Prevention Officer, Loss Prevention Investigator, more...

Job 1 to 2 of 2 Page: [1] Map Results

Closing	Job Summary	Agency	Location	Salary
2/23/2007	SUPERVISORY FACILITY OPERATIONS SPEC (PROGRAM MGT) MEMBERSHIP IN THE ARMY NATIONAL GUARD IS REQUIRED: This is an excepted position that requires membership in a compatible military assignment in the Michigan Army National Guard. Selectee will be required to... Vacancy Ann. #: 015-07-130305 Who May Apply: US Citizens and Status Candidates Pay Plan: GS-1640-09/12 Appointment Term: Permanent Job Status: Full-Time Opening Date: 1/24/2007 Salary: From 43,731.00 to 82,446.00 USD per year	Army, National Guard Units	US-MI- Lansing, MI	43,731.00+
3/19/2007	Logistics Management Specialist MEMBERSHIP IN THE ARMY NATIONAL GUARD IS REQUIRED: This is an excepted position that requires membership in a compatible military assignment in the Michigan Army National Guard. Selectee will be required to... Vacancy Ann. #: 016-07-132017 Who May Apply: US Citizens and Status Candidates Pay Plan: GS-0346-09 Appointment Term: Permanent Job Status: Full-Time Opening Date: 2/16/2007 Salary: From 43,731.00 to 56,849.00 USD per year	Army, National Guard Units	US-MI- Lansing, MI	43,731.00+

Job 1 to 2 of 2 Page: [1] Map Results

Resume Builder
If you would like to post a resume on USAJOBS to apply online, or would like to edit your posted resume, our simple Resume Builder will help in a few short steps.

Vacancy Announcement

Contains 5 Sections – Read Each Carefully
Section 1 - Overview

The screenshot shows a Microsoft Internet Explorer browser window displaying the USAJOBS website. The address bar shows a URL for a specific job announcement. The website header includes the USAJOBS logo and navigation links. The main content area displays the job title 'SUPPLY TECHNICIAN' and various details such as salary range, series and grade, promotion potential, and job summary. The job is for the Air National Guard Units, and the selecting supervisor is Paul Charron.

USAJOBS - Microsoft Internet Explorer provided by MI-ARNG - DCSIM
File Edit View Favorites Tools Help
Address http://jobsearch.usajobs.opm.gov/getjob.asp?JobID=44074850&AVSDM=2006%2D06%2D17+12%3A40%3A04&Logo=08bf574=AFNG&paygrademin=78paygrademax=78
Go Links

USAJOBS - WORKING FOR AMERICA
USAJOBS is the official job site of the United States Federal Government.
It's your one-stop source for Federal jobs and employment information.

FAQS | PRIVACY POLICY | HELP | SITE MAP
HOME | SEARCH JOBS | MY USAJOBS | FORMS | EMPLOYER SERVICES

Department: **Department Of The Air Force**
Agency: **Air National Guard Units**
Job Announcement Number: **F114105**

Air National Guard Units

Overview | Duties | Qualifications and Evaluation | Benefits and Other Information | How to Apply

Back to Search Results

SUPPLY TECHNICIAN

SALARY RANGE: 31,209.00 - 40,569.00 USD per year
SERIES & GRADE: GS-2005-07
PROMOTION POTENTIAL: 07
WHO MAY BE CONSIDERED: U.S. Citizens

OPEN PERIOD: Wednesday, June 07, 2006 to Monday, June 26, 2006
POSITION INFORMATION: Full Time Indefinite
DUTY LOCATIONS: 1 vacancy - Anchorage, AK

JOB SUMMARY:
ALASKA NATIONAL GUARD
AIR TECHNICIAN VACANCY ANNOUNCEMENT
JOB TITLE: Supply Technician
SELECTING SUPERVISOR: Paul Charron

Done Internet
start 2 Micro... 2 Window... USAJOBS - ... Document1... MI USA Sta... 2:12 PM

Vacancy Announcement

Contains 5 Sections – Read Each Carefully
Section 2 - Duties

The screenshot shows a Microsoft Internet Explorer browser window displaying the USAJOBS website. The address bar shows the URL: <http://jobsearch.usajobs.opm.gov/getjob.asp?jobID=14074850&bf574=AFxG&brd=3876&AVSDM=2006%2D06%2D17+12%3A40%3A04&sort=rv&vw=d&Logo=0&Fed>. The page header includes the USAJOBS logo and the text "USAJOBS is the official job site of the United States Federal Government. It's your one-stop source for Federal jobs and employment information." Below the header is a navigation bar with links: HOME, SEARCH JOBS, MY USAJOBS, FORMS, EMPLOYER SERVICES. The main content area is titled "Air National Guard Units" and includes the following information:

- Department: Department Of The Air Force
- Agency: Air National Guard Units
- Job Announcement Number: F114105

The "Duties" tab is selected, showing the following information:

SUPPLY TECHNICIAN

Additional Duty Location Info: 1 vacancy - Anchorage, AK

MAJOR DUTIES:

Performs routine and nonroutine material coordination duties for special programs, maintenance, or production shops. Responsible for local management of decentralized and decontrolled items which requires technical intervention to assure effective supply support and economy. Items are less stable or standardized and do not lend themselves to routine control through the use of the computer and variable supply level formulas. Plans requirements, both quantitative and monetary, to satisfy customer needs. Authorizes procurement and is responsible for funds management. Responsible for limited aspects of storage management. May develop and install local procedures and techniques to achieve and maintain smooth, effective, and coordinated storage operations. Performs other duties as assigned.

The page also includes a "Back to Search Results" link and a "Top" link.

Vacancy Announcement

Contains 5 Sections – Read Each Carefully
Section 3 – Qualifications & Evaluation

The screenshot shows a Microsoft Internet Explorer browser window displaying the USAJOBS website. The address bar shows the URL: <http://jobsearch.usajobs.opm.gov/getjob.asp?jobID=44074850&bf574=APNG&brd=3576&AVSOM=2006%2006%2017+12%3A40%3A04&sort=rv&vwd=6&Logo=06Fedi>. The page header includes the USAJOBS logo and the tagline "WORKING FOR AMERICA". Below the header, there is a navigation bar with links: HOME, SEARCH JOBS, MY USAJOBS, FORMS, and EMPLOYER SERVICES. The main content area is titled "Air National Guard Units" and displays the following information: Department: Department Of The Air Force, Agency: Air National Guard Units, and Job Announcement Number: F114105. The "Qualifications and Evaluation" tab is selected, showing the following text: "QUALIFICATIONS REQUIRED: For GS-07, you must have at least 12 months of Specialized Experience. Specialized Experience is experience which is directly related to the position to be filled and which has equipped the candidate with the following knowledge, skills and abilities to successfully perform the duties of this position: - Knowledge of requisitions, supporting documents and reference material to perform material coordination storage management responsibility for special programs, maintenance, and production shops. - Knowledge of established supply regulations, policies, procedures, and other instructions applicable to the specific assignment. - Knowledge to conduct extensive and exhaustive searches for required information in order to reconstruct records for complex supply transactions. - Knowledge and Ability to perform routine aspects of supply specialist work based on practical knowledge of standard procedures, where assignments include individual case problems related to a limited segment in one of the main areas of supply management such as inventory management, supply management, etc." The browser window also shows the Windows taskbar at the bottom with the Start button and several open applications.

USAJOBS - Microsoft Internet Explorer provided by MI-ARNG - DCSIM

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <http://jobsearch.usajobs.opm.gov/getjob.asp?jobID=44074850&bf574=APNG&brd=3576&AVSOM=2006%2006%2017+12%3A40%3A04&sort=rv&vwd=6&Logo=06Fedi> Go Links

USAJOBS
"WORKING FOR AMERICA"

USAJOBS is the official job site of the United States Federal Government.
It's your one-stop source for Federal jobs and employment information.

FAQS | PRIVACY POLICY | HELP | SITE MAP

HOME | SEARCH JOBS | MY USAJOBS | FORMS | EMPLOYER SERVICES

Department: **Department Of The Air Force**
Agency: **Air National Guard Units**
Job Announcement Number: **F114105**

Air National Guard Units

Overview Duties **Qualifications and Evaluation** Benefits and Other Information How to Apply

Back to Search Results

SUPPLY TECHNICIAN

QUALIFICATIONS REQUIRED:
For GS-07, you must have at least 12 months of Specialized Experience. Specialized Experience is experience which is directly related to the position to be filled and which has equipped the candidate with the following knowledge, skills and abilities to successfully perform the duties of this position:

- Knowledge of requisitions, supporting documents and reference material to perform material coordination storage management responsibility for special programs, maintenance, and production shops.
- Knowledge of established supply regulations, policies, procedures, and other instructions applicable to the specific assignment.
- Knowledge to conduct extensive and exhaustive searches for required information in order to reconstruct records for complex supply transactions.
- Knowledge and Ability to perform routine aspects of supply specialist work based on practical knowledge of standard procedures, where assignments include individual case problems related to a limited segment in one of the main areas of supply management such as inventory management, supply management, etc.

Vacancy Announcement

Contains 5 Sections – Read Each Carefully
Section 4 – Benefits & Other Information

The screenshot shows a Microsoft Internet Explorer browser window displaying the USAJOBS website. The address bar shows the URL: <http://jobsearch.usajobs.opm.gov/getjob.asp?jobID=14074850&bf574=AFNG&brd=3876&AYSDM=2006%2D06%2D17+12%3A40%3A04&sort=rv&vw=d&Logo=0&Fed>. The page header includes the USAJOBS logo and navigation links: HOME, SEARCH JOBS, MY USAJOBS, FORMS, EMPLOYER SERVICES. The job title is "Air National Guard Units" and the job announcement number is "F114105". The "Benefits and Other Information" section is highlighted, showing details about the Federal government's benefits program, including Flexible Spending Accounts, Health Insurance, Leave, and Life Insurance.

USAJOBS "WORKING FOR AMERICA" USAJOBS is the official job site of the United States Federal Government. It's your one-stop source for Federal jobs and employment information.

HOME | SEARCH JOBS | MY USAJOBS | FORMS | EMPLOYER SERVICES

Department: Department Of The Air Force
Agency: Air National Guard Units
Job Announcement Number: F114105

Air National Guard Units

Overview | Duties | Qualifications and Evaluation | **Benefits and Other Information** | How to Apply

Back to Search Results

SUPPLY TECHNICIAN

BENEFITS: The Federal government offers a number of exceptional benefits to its employees. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.

Flexible Spending Accounts - The Federal Flexible Spending Accounts Program (FSAFeds) allows you to pay for certain health and dependent care expenses with pre-tax dollars. For additional information visit: <https://www.fsafeds.com/fsafeds/index.asp>

Health Insurance - The Federal Employees Health Benefits Program offers over 100 optional plans. For additional information visit: <http://www.opm.gov/insure/health/index.asp>

Leave - Most Federal employees earn both annual and sick leave. For additional information visit: <http://www.opm.gov/oqa/leave/index.asp>

Life Insurance - The Federal Employees' Group Life Insurance Program (FGLI) offers: Basic Life Insurance plus three types of optional insurance, for additional information visit: <http://www.opm.gov/insure/life/index.asp>

Vacancy Announcement

Contains 5 Sections – Read Each Carefully
Section 5 – How to Apply

The screenshot shows a Microsoft Internet Explorer browser window displaying the USAJOBS website. The address bar shows the URL: <http://jobsearch.usajobs.open.gov/getJob.asp?JobID=440718508&bf574=AFNG&brd=38768&AVSDM=2006%2D06%2D17+12%3A40%3A04&sort=rv&vw=d&Logo=0&Fed>. The page header includes the USAJOBS logo and navigation links: HOME, SEARCH JOBS, MY USAJOBS, FORMS, EMPLOYER SERVICES. The main content area is titled "Air National Guard Units" and includes a "How to Apply" tab. The "How to Apply" section contains the following text:

HOW TO APPLY:

To apply for this position, you must provide **both** of the following parts:

1. Your responses to the Qualifications Questionnaire, and
2. Your resume and any other documents specified in the Required Documents section of this job announcement.

Use the *Online Qualifications Questionnaire* for convenience and quickest processing.

Option A: Online Qualifications Questionnaire.

Tips for using the Online Qualifications Questionnaire:

- You must click **both Finish and Submit** when you are done. Your Online Qualifications Questionnaire is not processed – and your résumé is not attached – until you click the *Submit* button, even if USAJOBS says it sent your résumé.
- You can upload or fax supporting documents after you *Submit* the Online Qualifications Questionnaire.

The bottom of the browser window shows the Windows taskbar with the Start button, several open applications (2 Microsoft..., 2 Windows..., USAJOBS - ..., Document1..., MI USA Staf...), and the system clock showing 2:16 PM.



Application Process

- Two Options for Submission
 - Apply On-line
 - Fax application materials to Central Office of Personnel Management (OPM) Office

- You Must Submit as A Minimum:
 - Questionnaire
 - Resume and/or Optional Form (OF) 612

- State **HRO WILL NOT** accept **ANY** submissions

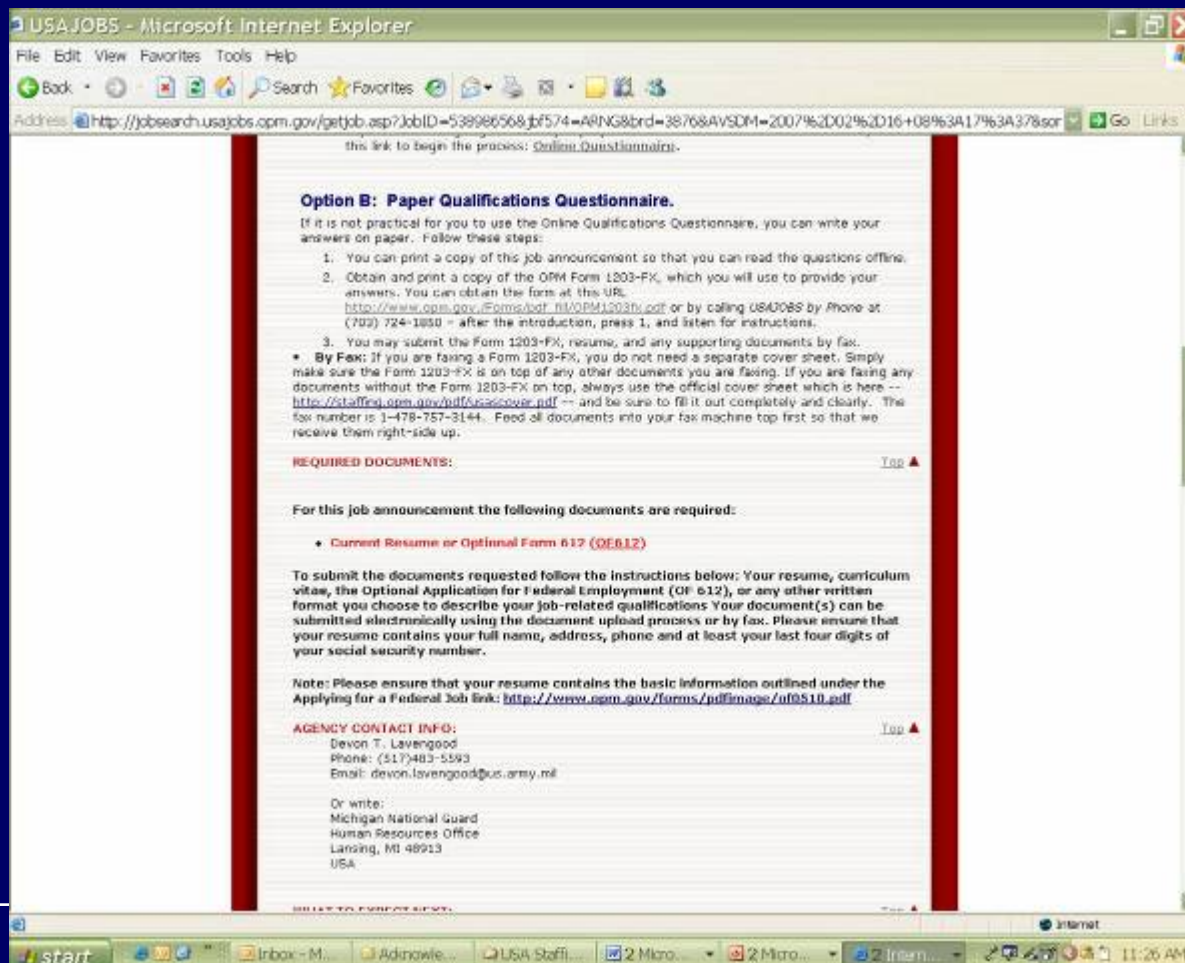


Application Process

- After your resume or application and questionnaire are submitted
 - You will receive confirmation
 - By email if your application was submitted electronically
 - Fax confirmation (transmittal confirmation) by fax

How to Apply - Faxing

Follow Option B Instructions under “How to Apply”



USAJOBS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address <http://jobsearch.usajobs.opm.gov/getjob.asp?jobID=53998656&job574=ARNG&brd=3876&AVSDM=2007%2D02%2D16+08%3A17%3A37&sort=this link to begin the process: Online Questionnaire> Go Links

Option B: Paper Qualifications Questionnaire.

If it is not practical for you to use the Online Qualifications Questionnaire, you can write your answers on paper. Follow these steps:

1. You can print a copy of this job announcement so that you can read the questions offline.
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. You can obtain the form at this URL: <http://www.opm.gov/Forms/pdf/OPM1203FX.pdf> or by calling USAJOBS by Phone at (703) 724-1850 - after the introduction, press 1, and listen for instructions.
3. You may submit the Form 1203-FX, resume, and any supporting documents by fax.

• **By Fax:** If you are faxing a Form 1203-FX, you do not need a separate cover sheet. Simply make sure the Form 1203-FX is on top of any other documents you are faxing. If you are faxing any documents without the Form 1203-FX on top, always use the official cover sheet which is here -- <http://staffing.opm.gov/pdf/faxcover.pdf> -- and be sure to fill it out completely and clearly. The fax number is 1-478-757-3144. Feed all documents into your fax machine top first so that we receive them right-side up.

REQUIRED DOCUMENTS: [Top ▲](#)

For this job announcement the following documents are required:

- **Current Resume or Optional Form 612 (OE612)**

To submit the documents requested follow the instructions below: Your resume, curriculum vitae, the Optional Application for Federal Employment (OE 612), or any other written format you choose to describe your job-related qualifications Your document(s) can be submitted electronically using the document upload process or by fax. Please ensure that your resume contains your full name, address, phone and at least your last four digits of your social security number.

Note: Please ensure that your resume contains the basic information outlined under the Applying for a Federal Job link: <http://www.opm.gov/forms/pdf/image/af0510.pdf>

AGENCY CONTACT INFO: [Top ▲](#)

Devon T. Lavengood
Phone: (517)403-5593
Email: devon.lavengood@us.army.mil

Or write:
Michigan National Guard
Human Resources Office
Lansing, MI 48913
USA

start | Inbox - M... | Admire... | USA Staff... | 2 Micro... | 2 Micro... | 2 Intern... | 11:26 AM

Click on Links
Provided to
Obtain:

Paper
Questionnaire
(1203-FX)

And

Fax Cover
Sheet

How to Apply - Faxing

Print Form 1203-FX

The screenshot shows a Microsoft Internet Explorer window displaying the OPM Form 1203-FX Occupational Questionnaire cover sheet. The browser's address bar shows the URL: http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf. The page title is "U.S. Office of Personnel Management Occupational Questionnaire – OPM Form 1203-FX". The form is approved by OMB No. 3206-0040. The instructions section states that the form is a scan form to be used by applicants when applying for employment, and that the cover sheet provides instructions for completing the form and information on the Privacy Act and Public Burden Statements. The instructions also state that the scan form itself is made up of six pages total, and that when submitting the completed OPM Form 1203-FX, applicants should not include this cover page. The instructions further state that applicants should follow the instructions on the vacancy announcement to complete the attached form. A list of instructions is provided, including: For optimum accuracy, it is recommended that characters be written in block style; Do not write on or outside the boxes; Do not use special characters; PRINT your responses in the boxes, lines, and/or blacken in the appropriate ovals; Use black ink. Do not staple this form; and You may obtain an electronic copy of this form on <http://www.opm.gov/forms>. The Privacy Act Statement is also visible at the bottom of the form.

Form Approved
OMB No. 3206-0040

U.S. Office of Personnel Management Occupational Questionnaire – OPM Form 1203-FX

Instructions:

The Occupational Questionnaire OPM Form 1203-FX is a scan form to be used by applicants when applying for employment. This cover sheet provides the instructions for completing the OPM Form 1203-FX, and information on the Privacy Act and Public Burden Statements. The instructions will be repeated in case this cover sheet becomes separated. The scan form itself is made up of six pages total. When submitting the completed OPM Form 1203-FX, **do not** include this cover page.

Follow the instructions on the vacancy announcement to complete the attached form.

- For optimum accuracy, it is recommended that characters be written in block style.
- Do not write on or outside the boxes.
- Do not use special characters.
- PRINT your responses in the boxes, lines, and/or blacken in the appropriate ovals.
- Use black ink. Do not staple this form.
- You may obtain an electronic copy of this form on <http://www.opm.gov/forms>.

Privacy Act Statement

How to Apply - Faxing

Answer questions in vacancy announcement and fill in responses on 1203-FX

Once the online questionnaire is received you will receive an acknowledgement email that your submission was successful. After a review of your complete application is made you will be notified of your rating and or referral to the hiring official. If further evaluation or interviews are required you will be contacted.

Instructions for completing the OPM 1203-FX:

If you are applying to this announcement by completing the OPM 1203-FX form instead of using the Online Application method, please use the following step-by-step instructions as a guide to filling out the required questionnaire. You will need to print the vacancy announcement and refer to it as you answer the questions. You may omit any optional information; however, you must provide responses to all required questions. Be sure to double check your application before submission.

Social Security Number

Vacancy Identification Number

Title of Job

Logistics Management Specialist

Biographic Data

E-Mail Address

Work Information

Lowest Grade

09

Availability Date

Occupational Specialties

001 Logistics Management Specialist

Geographic Availability

48906 Lansing, MI

Job Related Experience

Occupational/Assessment Questions:

How to Apply - Faxing

**Only need fax cover sheet
if not using 1203-FX (i.e. faxing only a resume)**

The screenshot shows a Microsoft Internet Explorer window displaying the 'United States Government Application Cover Page' form. The browser's address bar shows the URL 'http://staffing.opm.gov/pdf/usascover.pdf'. The form itself is titled 'United States Government Application Cover Page' and includes instructions: 'Please print this form, fill out, and use as a cover page to fax your application materials to the number indicated in the Vacancy Announcement.' The form contains several input fields: 'Vacancy Identification Number: (Required)' with a 7-digit grid; 'Social Security Number' with a grid for the number followed by hyphens; 'First Name' with a 15-character grid; 'Last Name' with a 15-character grid; and 'Middle Initial' with a single character box. The browser's taskbar at the bottom shows the Windows Start button and several open applications, including 'Inbox - Microsoft...', 'S Internet Expl...', 'USA Staffing', and 'MI USA Staffing...'. The system clock in the bottom right corner indicates '10:33 AM'.

4145

**United States Government
Application Cover Page**

Please print this form, fill out, and use as a cover page to fax your application materials to the number indicated in the Vacancy Announcement.

Vacancy Identification Number: (Required)

--	--	--	--	--	--	--

Social Security Number:

				-			-				
--	--	--	--	---	--	--	---	--	--	--	--

First Name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Last Name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Middle Initial:

--

1 of 1

Unknown Zone

start

Inbox - Microsoft...

S Internet Expl...

USA Staffing

MI USA Staffing...

10:33 AM

How to Apply – Online (New User)

Click “Apply Online”

NATIONAL GUARD MEMBERSHIP REQUIRED: This is an excepted position that requires active membership in a compatible skill in the Missouri Air National Guard and wear of the military uniform. Acceptance of an excepted position constitutes concurrence with these requirements as a condition of employment. Applicants who are not currently enlisted in the Missouri Air National Guard must be eligible for immediate enlistment or appointment. For enlistment/appointment information, contact 1-800-864-6264 (toll free).

MILITARY REQUIREMENTS: Selected candidate will be required to be in a compatible military assignment prior to effective date of placement.

Enlisted – AFSC 2W1XX

Supervisor must verify that selected individual occupies a compatible military position. Technicians will not be militarily senior to their full-time supervisor or wage leader (grade inversion).

IMPORTANT NOTES: Permanent Change of Station (PCS) allowances are not authorized for this position. Required Security Clearance is Noncritical Sensitive.

KEY REQUIREMENTS:

- KEY REQUIREMENTS:
- United States Citizenship is required
- Direct Deposit is mandatory
- Successful completion of a pre-employment physical screening
- Individuals on incentive bonuses may be subject to recoupment,
- contact the State Incentives Manager for more information

[← Back to Search Results](#)

[Overview](#) | [Duties](#) | [Qualifications and Evaluation](#) | [Benefits and other Information](#) | [How to Apply](#)

 **APPLY ONLINE**

 **PRINT PREVIEW**

 **EMAIL A FRIEND**

How to Apply – Online (New User)

Create A New User Account

First Time User

USAJOBS - Microsoft Internet Explorer provided by MI-ARNG - DC51M

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address: <https://my.usajobs.open.gov/login.asp?redirect=https%3A%2F%2Fmy%2Eusajobs%2Eopm%2Egov%2Fapply%2Easp%3FJobID%3D44074850%26redirect%3Dhttp%25> Go Links

USAJOBS "WORKING FOR AMERICA" USAJOBS is the official job site of the United States Federal Government. It's your one-stop source for Federal jobs and employment information.

FAQs | Privacy Policy | Help | Site Map

HOME | SEARCH JOBS | MY USAJOBS | FORMS | EMPLOYER SERVICES

Become a My USAJOBS member
Take control of your job search and career today!

Create your account now!

With your USAJOBS membership, you can:

- **Post your resume online**
Let recruiters contact you or keep your resume private.
- **Apply to Federal government jobs**
Find jobs you want and get your resume in the right hands.
- **Receive automated job alerts**
Create Job Agents for updates on the latest listings.

Existing Users Log In Here:

Username:

Password:

Log Me In!

Did you forget your Username and/or Password?

Done

start 2 Microsoft... 2 Windows... USAJOBS - ... Document1 ... MI USA Staf... 2:16 PM

How to Apply – Online (New User)

Complete Required Information to Establish Account

The screenshot shows a web browser window titled "USAJOBS - New Account - Microsoft Internet Explorer provided by MI-ARNG - DCSIM". The address bar shows a URL for the USAJOBS website. The page header includes the USAJOBS logo, the tagline "WORKING FOR AMERICA", and a navigation bar with links: HOME, SEARCH JOBS, MY USAJOBS, FORMS, EMPLOYER SERVICES, and a circular seal for the Department of Defense, Office of Personnel Management. The main content area is titled "Create New Career Center Account" and contains a form with the following fields:

- * Required Information**
 - *First Name
 - Middle Name
 - *Last Name
- *Home Address
- Home Address 2
- *City/Town
- *State/Province (dropdown menu showing "Select")
- *Postal/ZIP Code
- *Country (dropdown menu showing "US")
- *Email

Below the email field, there is a question "What is your email format preference?" with two radio buttons: "HTML" (selected) and "Text".

At the bottom, there is a field for *Username with a note "Use between 4 and 20 characters".

How to Apply - Online (New User)

Create a Resume Using Resume Builder



How to Apply – Online (New User)

Follow Step-by-Step Resume Builder Instructions



The screenshot displays the USAJOBS website interface. At the top, the USAJOBS logo is accompanied by the tagline "WORKING FOR AMERICA" and a description: "USAJOBS is the official job site of the United States Federal Government. It's your one-stop source for Federal jobs and employment information." Navigation links include "FAQS", "PRIVACY POLICY", "HELP", and "SITE MAP". A secondary navigation bar contains "HOME", "SEARCH JOBS", "MY USAJOBS", "FORMS", and "EMPLOYER SERVICES". A "Log Out" link is positioned near the Department of Personnel Management seal. Below the navigation bar, a user profile section includes links for "Profile", "Resume", "Agent", "Applications", and "Log Out".

The main content area is titled "Resume Builder" and features a sidebar with a numbered list: 1. Getting Started, 2. Experience, 3. Related Information, and 4. Finishing Up. A "Preview your Resume as you build it!" button is located below this list. A "PLEASE NOTE" section in the sidebar states: "Fields with an asterisk (*) are required fields. For Help and more information in each section, click the ? found after each title."

The main content area has four tabs: "Getting Started", "Experience", "Related Information", and "Finishing Up". The "Getting Started" tab is active, displaying a "PLEASE NOTE" about required fields and a description of the Resume Builder. Below this, there are two sections: "Confidentiality" and "Candidate Information", each with a help icon (?). The "Confidentiality" section includes a text box for selecting "confidential" to hide contact information and references, with radio buttons for "Confidential" and "Non-Confidential". The "Candidate Information" section includes a note that if the resume is confidential, this information will not be visible to recruiters.

How to Apply – Online (Existing User)

Log In with username and password



The screenshot shows the USAJOBS website interface. At the top, there is a navigation bar with links: Search Jobs, My USAJOBS, Info Center, Veterans, Forms, and Employer Services. Below this, a large section titled "Become a My USAJOBS member" encourages users to take control of their job search. To the right of this section is a red box labeled "Existing Users Log In Here!". Inside this box, there are input fields for "Username:" (containing "jessie3496") and "Password:" (masked with asterisks). Below these fields is a "Log Me In!" button. A blue arrow points from the text "Existing User" to the "Log Me In!" button. At the bottom of the page, there is a footer with links to Home, Search Jobs, My USAJOBS, Information Center, Veterans, Forms, and Employer Services, along with a "FIRSTGOV.gov" logo and an "E-GOV" logo.

Search Jobs | My USAJOBS | Info Center | Veterans | Forms | Employer Services

USAJOBS® USAJOBS is the official job site of the United States Federal Government. It's your one-stop source for Federal jobs and employment information.

Become a My USAJOBS member
Take control of your job search and career today!
[Create your account now!](#)

With your USAJOBS membership, you can:

- **Post your resume online.**
Let recruiters contact you or keep your resume private.
- **Apply to Federal government jobs**
Find jobs you want and get your resume in the right hands.
- **Receive automated job alerts**
Create Job Agents for updates on the latest listings.

Existing Users Log In Here!

Username:
jessie3496

Password:

[Log Me In!](#)

Did you forget your Username and/or Password?

Home | Search Jobs | My USAJOBS | Information Center | Veterans | Forms | Employer Services
FAQs | Privacy Policy | Help | Site Map
Contact Us | Privacy Act and Public Domain Information

This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

FIRSTGOV.gov
The U.S. Government's Official Web Portal

E-GOV

How to Apply - Online

Select from Stored Resumes to Apply to Vacancy

obs.opm.gov/apply.asp?JobID=52858391&redirect=http%3A%2F%2Fjobsearch

USAJOBS
"WORKING FOR AMERICA"

USAJOBS is the official job site of the United States Federal Government. It's your one-stop source for Federal jobs and employment.

[Search Jobs](#) [My USAJOBS](#) [Info Center](#) [Veterans](#) [Forms](#)

[Profile](#) | [Resume](#) | [Agents](#) | [Applications](#) | [Log Out](#)

Apply Online to the following job:

Job Title: PHOTOGRAPHER
Agency: National Guard Units, Department Of The Army
Job Location: Lansing, MI, Michigan

Resume - Select one of your stored resumes to send:

1. Jess's resume

[Home](#) | [Search Jobs](#) | [My USAJOBS](#) | [Information Center](#) | [Veterans](#) | [FAQs](#) | [Privacy Policy](#) | [Help](#) | [Site Map](#) | [Contact Us](#) | [Privacy Act and Public Burden Information](#)

This is a United States Office of Personnel Management website. USAJOBS is the official one-stop source for Federal jobs and employment.

How to Apply - Online

USA Jobs Automatically Re-Directs to Application Manager



How to Apply - Online

Click “Continue” to enter Application Manager



How to Apply - Online

Login to Application Manager OR Create a New Account



The screenshot shows a web browser window with the address bar displaying <https://applicationmanager.org/Login.aspx?VacancyID=130095>. The page title is "Application Manager". The main content area is titled "Application Manager Login" and contains two sections: "Existing Account? Log In Here:" and "Create an account:". The "Existing Account? Log In Here:" section includes input fields for "User Name:" and "Password:", a "Go" button, and a link for "Forgot User Name or Password". The "Create an account:" section includes text about creating an account, a link to "Application Manager features", a link to "Quick Start Guide", a "Create an Account" button, and a link to "Apply for a job without using an account". A disclaimer on the right states: "Application Manager is an official U.S. Government System. You are authorized to use it subject to [Terms and Conditions](#). Unauthorized use of this system or its information could result in criminal prosecution."

Address <https://applicationmanager.org/Login.aspx?VacancyID=130095>

Application Manager

Application Manager Login

Existing Account? Log In Here:

User Name:

Password:

[Forgot User Name or Password](#)

Application Manager is an official U.S. Government System. You are authorized to use it subject to [Terms and Conditions](#). Unauthorized use of this system or its information could result in criminal prosecution.

Create an account:

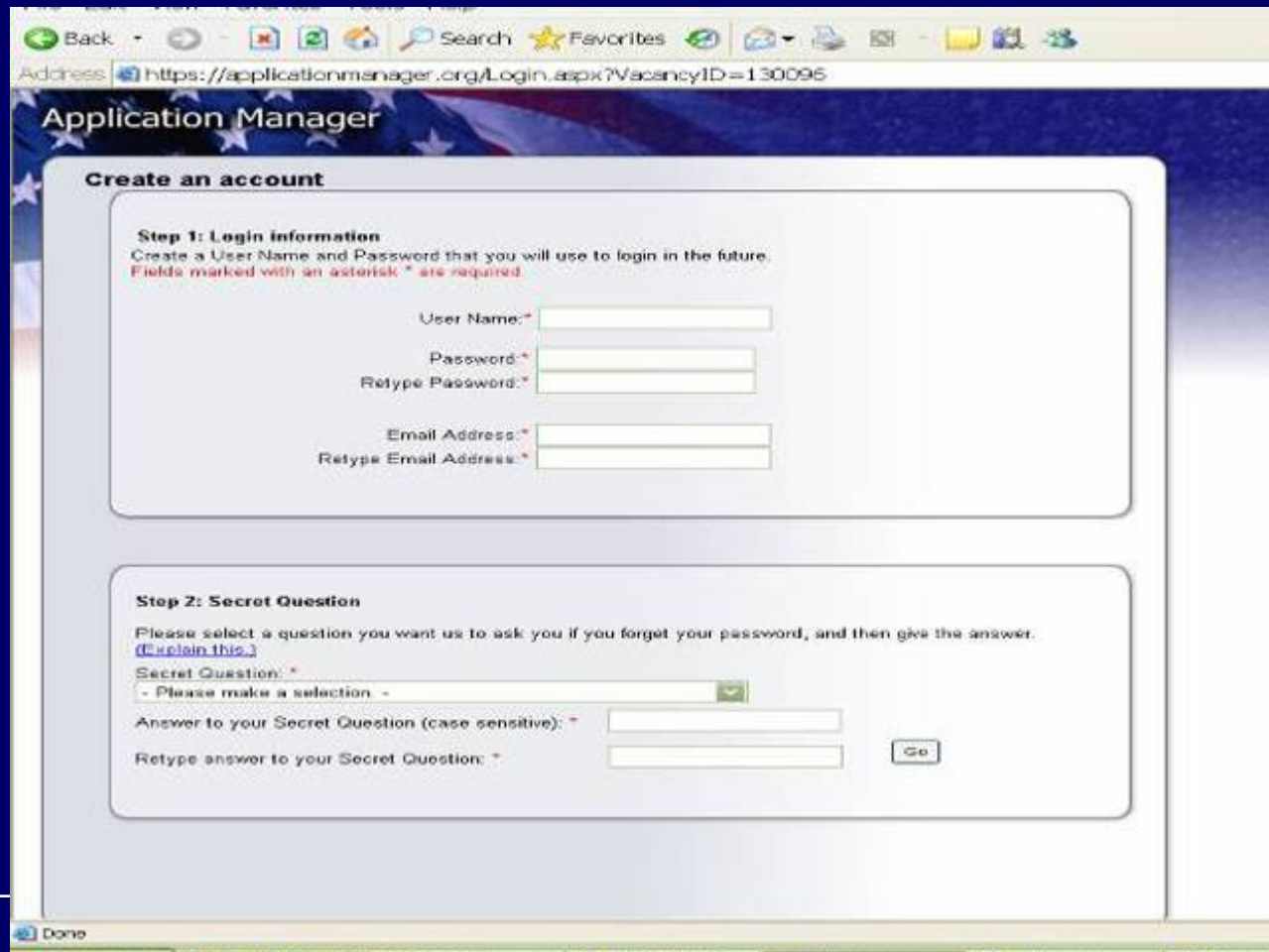
Create one now -- It's fast, convenient and easy to use all these [Application Manager features](#)!

Check out our [Quick Start Guide](#).

[Apply for a job without using an account](#)

How to Apply - Online

Create a New Account



The screenshot shows a web browser window with the address bar displaying <https://applicationmanager.org/Login.aspx?VacancyID=130095>. The page title is "Application Manager". The main content area is titled "Create an account" and is divided into two steps.

Step 1: Login information
Create a User Name and Password that you will use to login in the future.
*Fields marked with an asterisk * are required.*

User Name: *

Password: *

Retype Password: *

Email Address: *

Retype Email Address: *

Step 2: Secret Question
Please select a question you want us to ask you if you forget your password, and then give the answer.
[\(Explain this.\)](#)

Secret Question: *
- Please make a selection -

Answer to your Secret Question (case sensitive): *

Retype answer to your Secret Question: *

How to Apply - Online

Start with Biographic Information

The screenshot shows a web browser window titled "Application Manager - Microsoft Internet Explorer". The address bar displays the URL: <https://applicationmanager.org/LoginCreate.aspx?VacancyID=130096>. The page header includes "Application Manager" and "POWERED BY USA STAFFING™". A sidebar on the left lists navigation options: "Vacancy ID: 130096", "Biographic Information", "Eligibility Information", "Other Information", "Assessment Questionnaire", "Section 1", "Section 2", "Section 3", "Section 4", "Upload Documents", "Submit My Answers", and "View/Print My Answers". The main content area displays the "Biographic Data" form for a "PHOTOGRAPHER" position. The form includes fields for First Name, MI, Last Name, Address, City, State (with a dropdown menu), and Zip Code. The "Previous", "Next", and "Save" buttons are visible at the top of the form area.

Application Manager - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Go Links

Address <https://applicationmanager.org/LoginCreate.aspx?VacancyID=130096>

Application Manager

POWERED BY USA STAFFING™

Man Important Links Help Logout

Vacancy ID: 130096

Biographic Information

Eligibility Information

Other Information

Assessment Questionnaire

Section 1

Section 2

Section 3

Section 4

Upload Documents

Submit My Answers

View/Print My Answers

Job Title: PHOTOGRAPHER

Announcement Number: 012-07-130096

USAJOBS Control Number: 619060

Previous Next Save

Biographic Data

First Name

MI

Last Name

Address

City

State

Use Standard State Postal Codes. If you live outside the USA, fill in Country, leaving State blank.

Zip Code

Done

start 5 Micro... USA, Staffi... 3 Intern... my usa jo... Document... Microsoft ... 3:21 PM

How to Apply - Online

Continue Biographic Information

The screenshot shows a web browser window titled "Application Manager - Microsoft Internet Explorer". The address bar displays the URL: <https://applicationmanager.org/LoginCreate.aspx?vacancyID=130096>. The main content area is a form titled "Work Information".

Work Information

Place of Employment
MICHIGAN NATIONAL GUAR...

Work Address
2500 SOUTH WASHINGTON

Work City
LANSING

Work State
Use Standard State Postal Codes. If you live outside the USA, fill in Country, leaving zip code blank.
MI

Work Zip Code
48913-5101

Work Country
USA

Work Telephone Number
Use numbers only - no punctuation. Include area code if within United States.
(517)483-5592

Extension

Navigation buttons: Previous, Next, Save

How to Apply - Online

Continue into Eligibility Information

Application Manager - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address <https://applicationmanager.org/Application.aspx?VacancyID=130096>

Application Manager

POWERED BY USA STAFFING

Main Important Links Help Logout

Vacancy ID: 130096

Biographic Information
Eligibility Information
Other Information
Assessment Questionnaire
Section 1
Section 2
Section 3
Section 4
Upload Documents
Submit My Answers
View/Print My Answers

Job Title: PHOTOGRAPHER
Announcement Number: 012-07-130096
USAJOBS Control Number: 019550

User: JSULREY

Previous Next Save

Lowest Grade
Lowest Grade:
00

Occupational Specialties
Occupational Specialties:
☒ Photographer

Geographic Availability
Geographic Availability:
☒ Lansing, MI, USA

Previous Next Save

start 5 Micro... USA Staff... 3 Intern... my usa jo... Document... Microsoft ... 3:22 PM

How to Apply - Online

Continue into Other Information

Application Manager - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address <https://applicationmanager.org/Application.aspx?VacancyID=130096>

Application Manager POWERED BY USA STAFFING™

Main Important Links Help Logout

Vacancy ID: 130096

Biographic Information
Eligibility Information
Other Information
Assessment Questionnaire
Section 1
Section 2
Section 3
Section 4
Upload Documents
Submit My Answers
View/Print My Answers

Job Title: PHOTOGRAPHER
Announcement Number: 012-07-130096
USAJOBS Control Number: 019060

Previous Next Save

Availability Date
Availability Date:
2/6/2007

Job Related Experience
Years:
0
Months:
0

Previous Next Save

User: JSULREY

start S Micro... USA Staff... 3 Intern... my usa jo... Document... Microsoft ... 3:23 PM

How to Apply - Online

Begin Assessment Questionnaire Section 1 - Area of Consideration

The screenshot shows a web browser window titled "Application Manager - Microsoft Internet Explorer". The address bar displays the URL: <https://applicationmanager.org/Application.aspx?VacancyID=130096>. The page header includes the "Application Manager" logo and navigation links: "Main", "Important Links", "Help", and "Logout". The user is logged in as "User: JSULREY".

On the left side, there is a sidebar menu for "Vacancy ID: 130096" with the following options: "Biographic Information", "Eligibility Information", "Other Information", "Assessment Questionnaire", "Section 1", "Section 2", "Section 3", "Section 4", "Upload Documents", "Submit My Answers", and "View/Print My Answers".

The main content area displays the following information:

- Job Title:** PHOTOGRAPHER
- Announcement Number:** 012-07-130096
- USAJOBS Control Number:** 019050

Navigation buttons "Previous", "Next", and "Save" are located below this information.

Section 1 is titled "Section 1" and contains three questions. The total number of questions in the assessment is 10.

1. Are you a current, dual status, Tenure 1 or 2 technician of the MIARNG or MIANG?
☒ A Yes
☐ B No
2. Are you a current military member of the Michigan Army National Guard?
☒ A Yes
☐ B No
3. IF YOU ANSWERED NO TO QUESTION 2, are you eligible and willing to join the Michigan Army National Guard?
☒ A Yes
☐ B No

Navigation buttons "Previous", "Next", and "Save" are located at the bottom of the section.

How to Apply - Online

Continue Assessment Questionnaire Section 2 - General Experience

The screenshot shows a web browser window titled "Application Manager - Microsoft Internet Explorer". The address bar displays the URL: <https://applicationmanager.org/Application.aspx?VacancyID=130096>. The page header includes the text "Application Manager" and "POWERED BY USA STAFFING™". Navigation links for "Main", "Important Links", "Help", and "Logout" are visible. The user is identified as "User: JSULREY".

On the left side, a sidebar menu lists the following options: "Vacancy ID: 130096", "Biographic Information", "Eligibility Information", "Other Information", "Assessment Questionnaire", "Section 1", "Section 2" (highlighted), "Section 3", "Section 4", "Upload Documents", "Submit My Answers", and "View/Print My Answers".

The main content area displays the following information:

- Job Title: PHOTOGRAPHER
- Announcement Number: 012-07-130096
- USAJOBS Control Number: 019060

Navigation buttons "Previous", "Next", and "Save" are located below this information.

Section 2

Total Questions in this Assessment: 10

4. Do you possess experience, education, or training which demonstrates the ability to operate such cameras and related equipment as still cameras, copy cameras, 8mm and 35mm motion picture cameras; and knowledge of developing and printing processes and related techniques?

Radio button options:

- ☐ A. Yes
- ☒ B. No

Navigation buttons "Previous", "Next", and "Save" are located below the question.

The Windows taskbar at the bottom shows the "start" button and several open applications: "S Micro...", "USA Staffi...", "3 Intern...", "my usa jo...", "Document...", and "Microsoft ...". The system clock indicates the time is 3:25 PM.

How to Apply - Online

Continue Assessment Questionnaire Section 3 - Specialized Experience

The screenshot shows a web browser window titled "Application Manager - Microsoft Internet Explorer". The address bar displays "https://applicationmanager.org/Application.aspx?VacancyID=130096". The page header includes "Application Manager" and "POWERED BY USA STAFFING™". A navigation menu on the left lists: "Vacancy ID: 130096", "Biographic Information", "Eligibility Information", "Other Information", "Assessment Questionnaire", "Section 1", "Section 2", "Section 3", "Section 4", "Upload Documents", "Submit My Answers", and "View/Print My Answers". The main content area displays job details: "Job Title: PHOTOGRAPHER", "Announcement Number: 012-07-130096", and "USAJOBS Control Number: 819860". It also shows "Previous", "Next", and "Save" buttons. The assessment section is titled "Section 3" and "Total Questions in this Assessment: 10". The question is: "5. Do you possess 24 months of experience in 'custom' photography, such as special developing and previewing techniques; and use of appropriate cameras to meet individualized requirement, i.e., still and motion, ultra high speed, stop still, etc. Experience in exploiting the potentials of available equipment and conducting tests on photo materials. Experience in setting up special equipment to create special effects?". The options are "A Yes" and "B No", with "B No" selected. The page also shows "User: JSULREY" and another set of "Previous", "Next", and "Save" buttons at the bottom of the assessment section. The Windows taskbar at the bottom shows the start button and several open applications: "5 Micro...", "USA Staff...", "3 Intern...", "my usa jo...", "Document...", and "Microsoft ...". The system clock shows "3:25 PM".

Application Manager - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Go Links

Address <https://applicationmanager.org/Application.aspx?VacancyID=130096>

Application Manager

POWERED BY USA STAFFING™

Main Important Links Help Logout

Vacancy ID: 130096

Biographic Information

Eligibility Information

Other Information

Assessment Questionnaire

Section 1

Section 2

Section 3

Section 4

Upload Documents

Submit My Answers

View/Print My Answers

Job Title: PHOTOGRAPHER

Announcement Number: 012-07-130096

USAJOBS Control Number: 819860

Previous Next Save

Section 3

Total Questions in this Assessment: 10

5. Do you possess 24 months of experience in "custom" photography, such as special developing and previewing techniques; and use of appropriate cameras to meet individualized requirement, i.e., still and motion, ultra high speed, stop still, etc. Experience in exploiting the potentials of available equipment and conducting tests on photo materials. Experience in setting up special equipment to create special effects?

☐ A Yes

☒ B No

Previous Next Save

User: JSULREY

start 5 Micro... USA Staff... 3 Intern... my usa jo... Document... Microsoft ... 3:25 PM

How to Apply - Online

Continue Assessment Questionnaire Section 4 – KSA Based Questions

Application Manager - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address <https://applicationmanager.org/Application.aspx?VacancyID=130096> Go Links

Application Manager

POWERED BY USA STAFFING™

Main Important Links Help Logout

User: JSULREY

Vacancy ID: 130096

Biographic Information
Eligibility Information
Other Information
Assessment Questionnaire
Section 1
Section 2
Section 3
Section 4
Upload Documents
Submit My Answers
View/Print My Answers

Job Title: PHOTOGRAPHER
Announcement Number: 012-07-130095
USAJOBS Control Number: 818850

Previous Next Save

Section 4 Total Questions in this Assessment: 10

For each task in the following group, choose the statement from the list below that best describes your experience and/or training. Darken the oval corresponding to that statement in Section 25 of the Qualifications and Availability Form C. Please select only one letter for each item.

6. Knowledge of state-of-the-art photographic equipment, film processing chemicals and the techniques used in handling them.

☒ A I have not had education, training or experience in performing this task.

☐ B I have had education or training in performing the task, but have not yet performed it on the job.

☐ C I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

☐ D I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

☐ E I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

7. Skill in repairing damaged, fragile, or deteriorated source media.

☒ A I have not had education, training or experience in performing this task.

☐ B I have had education or training in performing the task, but have not yet performed it on the job.

☐ C I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

☐ D I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

☐ E I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

8. Skill in use and preparation of high-speed cameras, special films, wired or photo electric triggering mechanisms and specialized equipment or techniques required to complete assignments that require unusually high degrees of detail, critical timing or focus.

☒ A I have not had education, training or experience in performing this task.

☐ B I have had education or training in performing the task, but have not yet performed it on the job.

☐ C I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

☐ D I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

Done

start S Micro... USA Staffi... 3 Intern... my usa jo... Document... Microsoft... 3:25 PM

How to Apply - Online

Upload Documents (Resume/OF 612/DD 214/Transcripts)

Application Manager - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: <https://applicationmanager.org/Application.aspx?VacancyID=130096>

Application Manager

POWERED BY USA STAFFING™

Main Important Links Help Logout

Vacancy ID: 130096

Biographic Information
Eligibility Information
Other Information
Assessment Questionnaire
Section 1
Section 2
Section 3
Section 4
Upload Documents
Submit My Answers
View/Print My Answers

Job Title: PHOTOGRAPHER
Announcement Number: 012-07-130096
USAJOBS Control Number: 815680

Previous Next Save

User: JSULREY

Upload Documents

1. Select Document Type: Resume

2. Click "Browse" to locate a file and click "Open" to attach it: H:\jess resume.doc Browse...

3. Click "Upload": Upload

4. When the message "Upload Successful" appears, repeat steps 1-3 to upload any additional supporting documents.

Documents On File

Document Type	Received	Source	Status	Original File Name
Resume	2/5/2007 3:20:38 PM	USAJOBS	Processed	

Understanding This Table:
Documents on the table above with a Status of Processed have been successfully received and attached to your application; no further action on them is required. Uploaded Documents move from Awaiting Virus Scan to Processed in a matter of minutes. Faxed documents may take 24 hours or more to appear as Processed.

Document Upload and Faxing Tips:

- The "How to apply" section or tab in the Job Announcement contains a list of the required supporting documents for this position.
- For important details about Document Uploading and Faxing, click [here](#). Then, if you need a Fax Cover Page, [click here](#).

Previous Next Save

Done

start 5 Micro... USA Staffi... 3 Intern... my usa jo... Document... Microsoft ... 3:30 PM

How to Apply - Online

Save Application to Continue Later OR Submit Application

Application Manager - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Go Links

Address <https://applicationmanager.org/Application.aspx?VacancyID=130096>

Application Manager POWERED BY USA STAFFING

Main Important Links Help Logout

Vacancy ID: 130096

Biographic Information
Eligibility Information
Other Information
Assessment Questionnaire
Section 1
Section 2
Section 3
Section 4
Upload Documents
Submit My Answers
View/Print My Answers

Job Title: PHOTOGRAPHER
Announcement Number: 012-07-130096
USAJOBS Control Number: 019000

User: JSULREY

Submit My Answers
In order for your answers to be processed and for you to be considered for the position, you must click the **Submit My Answers** button below.
After you click **Submit My Answers**, provide any required Supporting Documents and be sure the *Application Package Status* page shows all steps are complete.

Ready to Submit?

☒ Save this application package information to my profile

Not ready?
Your work so far has been saved but not Submitted. You can return here to Submit it when you are ready.
What would you like to do next?

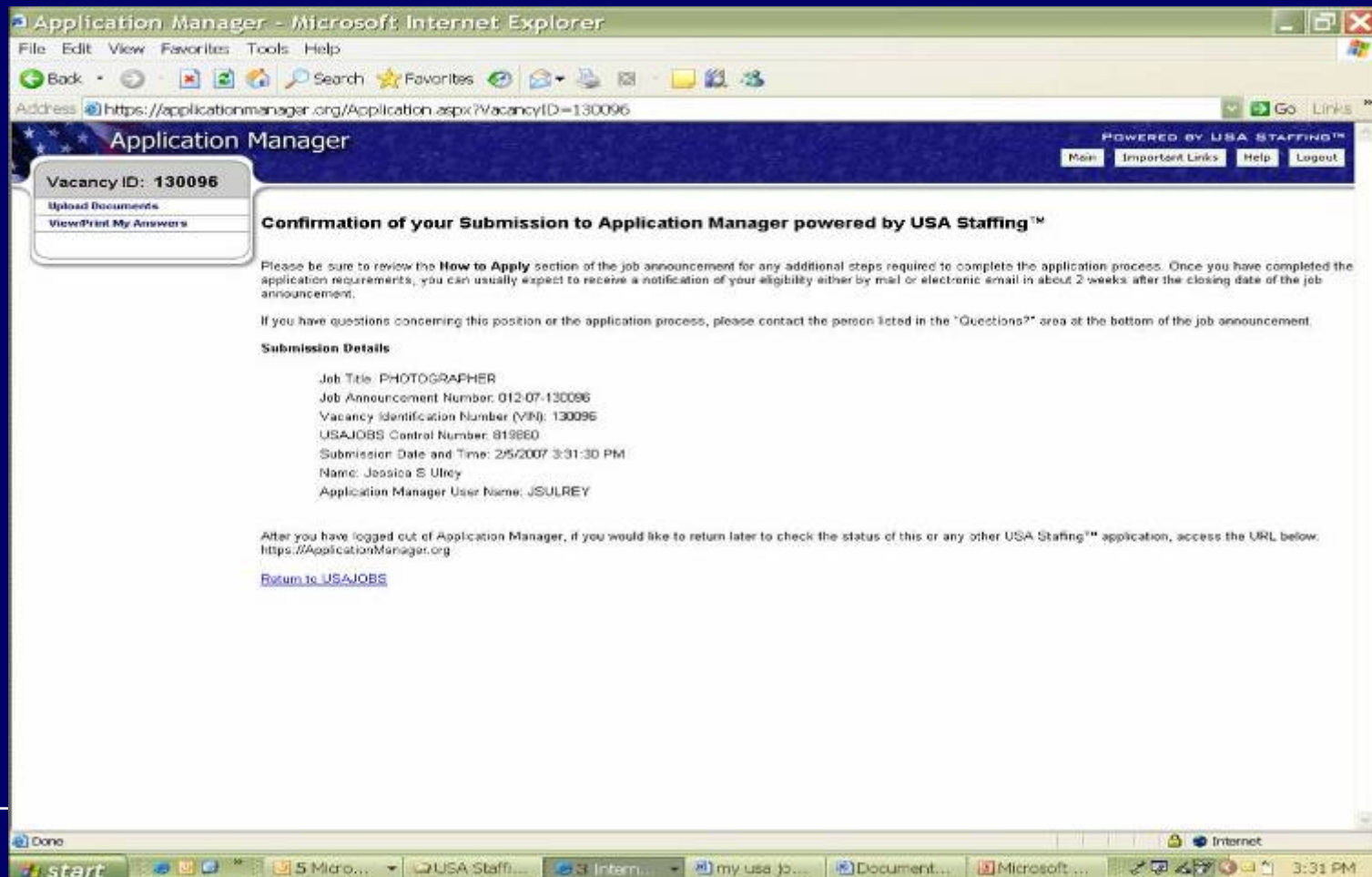
- **Work on this Application Package some more.** Use the Navigation Box in the upper left to go to the part you want to work on or review.
- **Work on a different Application Package.** Go to Application Manager Main.
- **Leave Application Manager**

Done

start 5 Micro... USA Staff... 3 Intern... my usa jo... Document... Microsoft... 3:30 PM

How to Apply - Online

Confirmation of Application Submission Print for Your Records



How to Apply - Online

Summary of Questionnaire Answers

View/Print Answers - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Go Links

Address <https://applicationmanager.org/ApplicationPrint.aspx>

Application Manager Questionnaire Answers

This report shows the answers you provided for the Vacancy Identification Number shown below as of 2/5/2007 3:32:07 PM

Vacancy Identification Number	130096
Announcement Number	012-07-130096
USAJOBS Control Number	819860
Title of Job	PHOTOGRAPHER
Biographic Data	Jessica S. Wang 8077 Lansing Rd Lansing, MI 48203 USA 817-483-5692 Contact Time: Either
E-Mail Address	jessica_s_wang@my.usa.mil
Work Information	MICHIGAN NATIONAL GUARD 2800 SOUTH WASHINGTON AVE LANSING, MI 48213-5101 USA (517)483-5692
Lowest Grade	09
Availability Date	2/6/2007
Occupational Specialties	Photographer
Geographic Availability	Lansing, MI USA
Job Related Experience	
Assessment Questionnaire	1. Are you a current, dual status, Tenure 1 or 2 technician of the MARNG or MBANG? A. Yes 2. Are you a current military member of the Michigan Army National Guard? A. Yes

Done

start 5 Micro... USA Staff... 4 Intern... my usa jo... Document... Microsoft ... 3:32 PM

How to Apply - Online

Summary of Application Packages

Application Manager - Main - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address <https://applicationmanager.org/home.aspx> Go Links

Application Manager

POWERED BY USA STAFFING™

Main Important Links Help Logout user: jsulrey

My Application Packages

(Click a row to see a checklist of all the steps you need to complete your application package, and the status of each.)

Vacancy ID : 109346		Job Title : HUMAN RESOURCES SPECIALIST (CLASSIFICATION)		
Status	Modified Date	Closing Date	USAJOBS Control Number	
Complete	4/9/2006 12:49:20 PM	04/10/2006	630619	

Vacancy ID : 130096		Job Title : PHOTOGRAPHER		
Status	Modified Date	Closing Date	USAJOBS Control Number	
Pending HR Specialist Action	2/5/2007 3:03:20 PM	02/07/2007	019060	

Start a New Application

(If you already have a Job Announcement in mind, and you know the VN or Announcement Number, this is the place to start. If you need to search for a job first, click [here](#) to go to USAJOBS.)

Vacancy Identification Number

or
USAJOBS Control Number

My Profile

(Change reusable information about yourself, such as your address, phone numbers and email addresses. Also, change your password and the way Application Manager works for you.)

UserName: JSULREY
Email: jessica.ulrey@us.army.mil

Done

start 5 Micro... USA Staff... 3 Intern... my usa jo... Document... Microsoft ... 3:32 PM

How to Apply - Online

Application Package Status Information

Package Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://applicationmanager.org/home.aspx>

Application Manager

Application Package Status: Pending HR Specialist Action

Job Title: PHOTOGRAPHER
Vacancy Identification Number: 130096
Announcement Number: 012-07-130096
USAJOBS Control Number: 819860

Closing Date: Wednesday, February 07, 2007
Contact: Devon Lavengood - (517)483-5593
[View Announcement](#)

[Update Application Package](#) [Update Biographic Information](#) [View/Print My Answers](#)

Most information below pertains to the most recent version of your Application Package. ([Explain This](#))

[Checklist](#) [Details](#)

Status	Item	Required?
✓ Ok	Assessment Questionnaire	Yes
✓ Ok	Resume	Yes

How to Apply - Online

Details of Application Package Status

The screenshot shows a web browser window titled 'Package Detail - Microsoft Internet Explorer'. The address bar displays 'https://applicationmanager.org/home.aspx'. The page header includes 'Application Manager' and 'POWERED BY USA STAFFING™'. The main content area is titled 'Application Package Status: Pending HR Specialist Action'. It displays job details for a 'PHOTOGRAPHER' position, including the vacancy identification number (130096), closing date (Wednesday, February 07, 2007), and contact information for Devon Levensood. Below this, there are buttons for 'Update Application Package', 'Update Biographic Information', and 'View/Print My Answers'. A section titled 'Assessments' shows a table with one entry: 'Complete' for 'Assessment Questionnaire' submitted on 2/5/2007 at 3:51:30 PM. The 'Documents' section shows a table with one entry: 'Processed' for 'Resume' submitted on 02/05/2007 at 03:20 PM. The 'Messages' section is empty. The 'Application Package History' section shows a table with one entry: 'Pending HR Specialist Action' submitted on 2/5/2007 at 3:51:30 PM. The browser's taskbar at the bottom shows the start button and several open applications, including '5 Micro...', 'USA Staff...', '3 Intern...', 'my.usa jo...', 'Document...', and 'Microsoft ...'. The system clock shows 3:34 PM.

Application Package Status: Pending HR Specialist Action

Job Title: PHOTOGRAPHER
Vacancy Identification Number: 130096
Announcement Number: 012-07-130096
USAJOB5 Control Number: 819900

Closing Date: Wednesday, February 07, 2007
Contact: Devon Levensood - (517)483-5593
[View Announcement](#)

[Update Application Package](#) [Update Biographic Information](#) [View/Print My Answers](#)

Most information below pertains to the most recent version of your Application Package. [\[Explain This\]](#)

Assessments

Status	Name	Date Submitted	Due Date
Complete	Assessment Questionnaire	2/5/2007 3:51:30 PM	

Documents [Add Documents](#)

Status	Document Type	Required?	Source	Date Received	Original File Name
Processed	Resume	Yes	USAJOB5	02/05/2007 03:20 PM	

Messages

Message Type	Date Emailed	Date Printed
--------------	--------------	--------------

Application Package History

Status	Date Submitted
Pending HR Specialist Action	2/5/2007 3:51:30 PM

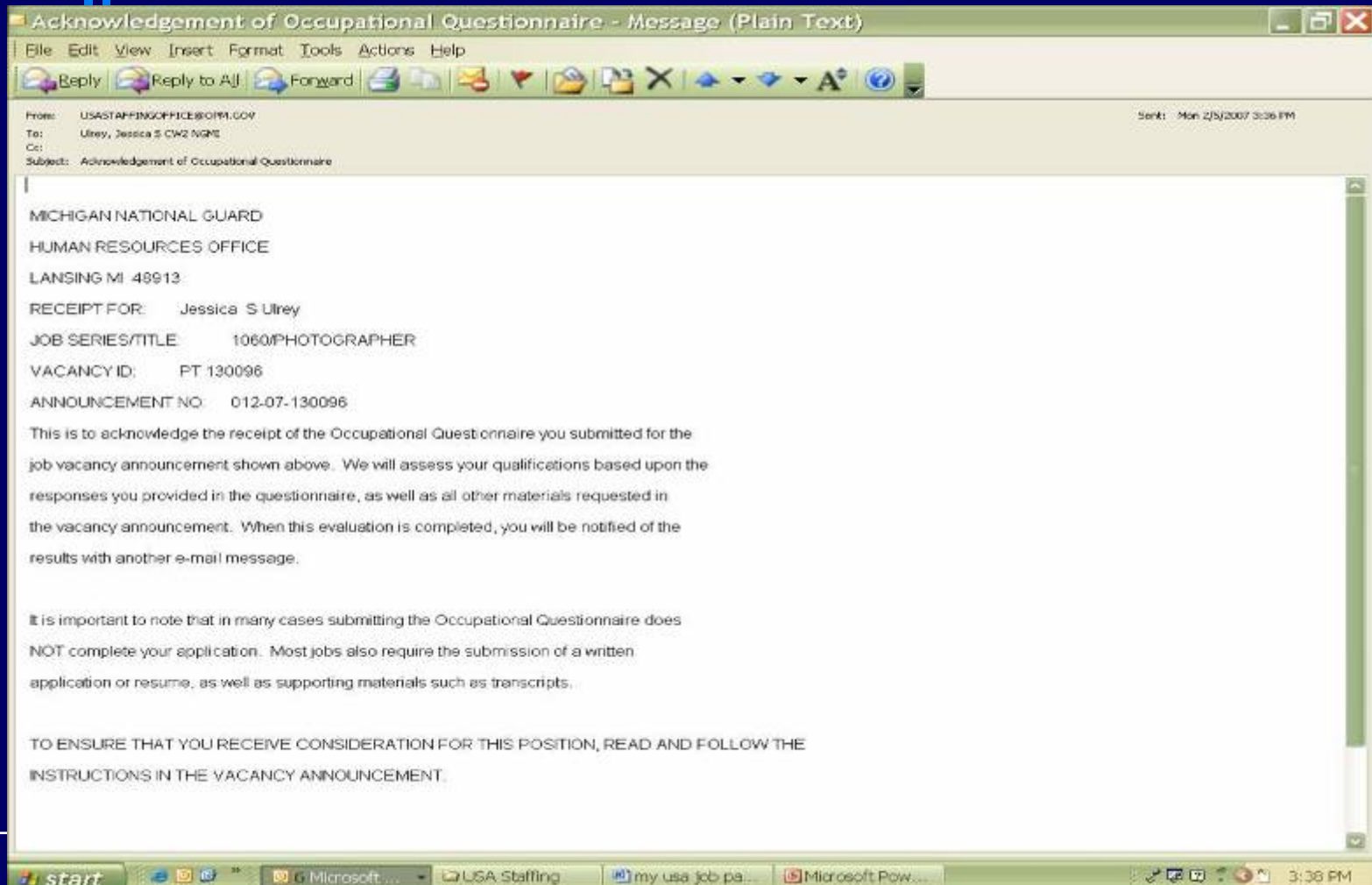
How to Apply - Online

Logout of Application Manager When Finished



How to Apply - Online

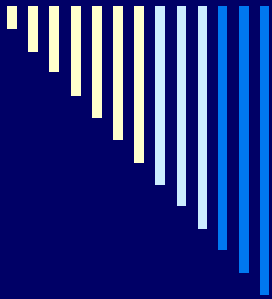
E-mail Notification





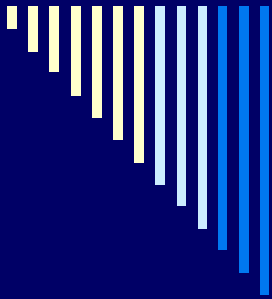
Key Points to Remember

- ❑ Read the announcement carefully to ensure **all documentation** has been forwarded with application
- ❑ Applications must be received by 12 midnight of the closing date
- ❑ Failure to provide complete information will result in you not receiving consideration for the position



Key Points to Remember

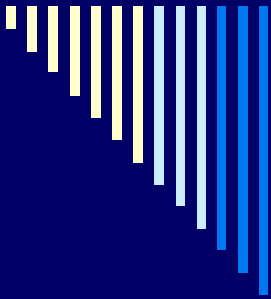
- ❑ Applications mailed to HRO will not be accepted and will be returned to sender
- ❑ Faxing Complete Application Package
 - Complete the OPM Form 1203-FX (paper questionnaire)
 - ❑ Fax 1203-FX, resume/OF 612, DD 214's, Transcripts
- ❑ Faxing Only Resume/OF 612, 214's, Transcripts
 - Use the Official Fax Cover Sheet



Key Points to Remember

- ❑ ALL Applicants **must submit** a resume or application (OF 612) **AND** the individual Job Questionnaire for each vacancy
 - Incomplete application packages will not be considered

- ❑ ALL job related experience **must** be documented in the resume or application, to include inclusive dates and job responsibilities.



HRO Points of Contact

CW2 Jessica Ulrey

(517) 483-5592

Jessica.ulrey@us.army.mil

MSgt Devon Lavengood

(517) 483-5593

Devon.lavengood@us.army.mil